

REQUEST FOR RESIDENCY REVIEW

Read the following and select the rule that applies to you and provide the appropriate documentation.
Documents must be submitted to the Office of the Registrar **prior to the first day of the semester** in order to be effective for that term. Residency reclassification is never retroactive.

Name: _____ ID: _____

Address: _____ City _____ ST _____ ZIP _____

Phone Number: _____

I am requesting Ohio residency reclassification for the following term:

- Fall Spring Summer 20_____

Choose **one** of the following to indicate which guideline you are using to establish Ohio Residency (guideline descriptions are provided on the subsequent pages). To be reclassified as an Ohio resident you must demonstrate that you meet all of the criteria in one of the following guidelines:

- C1 C2 C3 C4 C5 C6
 E1 E2 E3 E4 E5 E6 E7 E8
 FB KY

Deliver in person to: Student Business Center located on the 2nd floor of the University Center
Mail to: Office of the Registrar Shawnee State University 940 Second Street Portsmouth OH 45662

Do not sign this Residency Petition until you are directed to do so by a Notary Public.

Oath

I declare that the foregoing statements and all accompanying documents are true, correct and complete. I understand that falsified information can result in financial obligation (non-resident fees) to and dismissal from this institution. I also understand that information from my application for admission and other University records can be considered a part of this petition and the Registrar's Office may require additional documentation prior to making a determination of your residency.

_____ being duly sworn, deposes and says that the
Print Name forgoing statements are true, correct and complete. Affix Notary Seal Here

Signature _____ Date ____/____/____

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____ My commission expires ____/____/____ state of _____, county of _____
Signature of Notary Public

For Office Use Only

Date Received: _____ Reviewed By: _____ Date: _____

Residency Approved – Effective Term Fall Spring Summer 20_____

Residency Denied Reason _____

Guidelines (C-1 – C-4), Exceptions (E-1 – E-8), or Forever Buckeye for establishing Ohio residency or Kentucky Tuition Reciprocity:

❖ **C-1 Reclassification - If you are financially dependent upon a person living in Ohio**

The Ohio Board of Regents Guidelines state:

"A student whose spouse, or a dependent student, at least one of whose parents or a legal guardian, has been a resident of the state of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of the student in an institution of higher education."

This classification is for a student who has been claimed by either a parent or legal guardian as a dependent on that person's Internal Revenue Service tax filing for the previous year and has subjected their income to Ohio Taxation or the spouse of a person who has lived in and paid taxes to Ohio for the previous 12 consecutive months. The person the student is dependent upon must meet the definition of being a resident of Ohio for all legal purposes.

MUST PRESENT:

A notarized statement from student's spouse, parent or legal guardian specifying how long they have been a resident of Ohio. Statement must include dependent student's name and Shawnee State University ID number or social security number in the statement. If dependency is upon a spouse include a copy of the marriage certificate. A signed copy of your parents, spouse, or legal guardian's most current Ohio tax return and federal income tax return showing dependency.

❖ **C-2 Reclassification - If you are financially independent**

The Ohio Board of Regents Guidelines state:

"A student who has been a resident of Ohio for all other legal purposes for at least 12 consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes."

This classification is for a student who has never been classified as a resident at Shawnee State University and would like to be reclassified as a resident. This is for a student who is claiming to be financially independent of anyone else unless they have a spouse who is also living in Ohio. A student must prove that they have maintained a physical presence and domicile in Ohio for the 12 months preceding the semester they would like to be classified as a resident. The student should not be absent from the state any longer than three consecutive weeks during this 12-month period. The student must also prove they have transferred all items of registration to Ohio, such as driver's license, automobile registration and voter registration at the beginning of the 12-month period preceding the semester for which reclassification is desired. The student must provide clear and convincing proof that they have been financially self-sustaining on eligible Ohio income and have not received financial support from persons or entities outside of Ohio during the 12 months preceding the semester they would like to be reclassified as a resident. Documentation of income that was used to pay all living expenses and all school expenses during the 12-month period is required. Students who are claimed on federal taxes by parents who are not Ohio residents or who are receiving financial assistance, including Plus Loans from parents who are not Ohio residents are not eligible for Ohio residency.

MUST PRESENT:

Residency Petition, complete with supporting documents, such as lease or closing statement showing purchase of a home or sworn affidavit from the lease holder or owner of the home in which the student resides, Ohio driver's license, Ohio motor vehicle registration, voter registration in Ohio, year to date paystub of income earned from employment in Ohio, copy of the most recent Ohio tax return, and Federal financial aid received and used by the student (unused aid will not be counted).

❖ **C-3 Reclassification - If you are financially dependent upon a spouse or parent**

The Ohio Board of Regents Guidelines state:

"A dependent child of a parent or legal guardian, or the spouse of a person, who as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates."

This reclassification is for a student who has been claimed for tax purposes in the previous year by a parent or legal guardian and that student has not lived in Ohio for 12 months. The spouse, parent, or legal guardian must have accepted and begun full-time employment and established a domicile in Ohio before the semester begins in order for the student to qualify.

Note: Two part-time jobs or any combination cannot be used to constitute one full-time position. This residency reclassification is based upon one full-time employment position.

If you are currently enrolled and your spouse has not lived in Ohio for 12 months, you cannot apply for this reclassification.

The spouse must begin employment before your initial term of enrollment.

Students who marry an Ohio resident after their initial enrollment apply under C-1 if the spouse has lived in Ohio for 12 months.

Employment must be verified every semester under C-3.

An employment letter will be required each semester verifying the spouse or parent is still employed with the employer for which they received C-3 residency until the spouse or parent has lived in Ohio for 12 consecutive months.

Students will be classified as non-residents for the semester after they receive C-3 residency unless a new employment letter is received by published deadlines.

MUST PRESENT: Documentation of full-time employment and domicile shall include both of the following documents:

1. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative, certifying that the parent or spouse of the student is employed full-time in Ohio. Statement must include parent/spouse and student relationship, student's name and Shawnee State University ID number or social security number in document.
2. A copy of the lease under which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.

❖ **C-4 Reclassification – If you are a qualified military veteran: Effective April 7, 2009**

The Ohio GI Promise was created by an Executive Order issued by Governor Ted Strickland. The Executive Order granted authority to the Chancellor of the Ohio Board of Regents to deem qualified veterans as Ohio residents for the purpose of qualifying for in-state tuition rates.

The C-4 Reclassification applies to a veteran of the United States military who:

- 1) Has been honorably discharged or medically separated from service with at least one year of service. Veteran dependents also are eligible if the veteran was killed (KIA), declared missing in action (MIA) or a prisoner of war (POW). Eligibility should be documented by form DD-214.
- 2) Who has established domicile in Ohio as of the first day of enrollment. In cases where the veteran was KIA, MIA or POW, only the dependents need be domiciled in Ohio.

MUST PRESENT:

Independent student:

1. **Eligibility** – The DD 214 is the best means of determining a veteran's length and character of service.
2. **Proof of Ohio Domicile:**
 - a) A copy of a lease under which **the veteran** is the lessee and occupant of the rented residential property in the state
 - b) A copy of the closing statement on residential real property located in Ohio of which **the veteran** is the owner and occupant
 - c) If the veteran is not a the lessee or owner of the residence in which he or she has established domicile, a sworn affidavit from the owner of the residence stating the date **the veteran** began residing at that residence.

Dependent student: In addition to the above, submit the following:

1. The dependant(s) of a veteran must provide proof of dependant status as provided by the veteran parent's IRS tax filing for the previous year or a copy of the marriage certificate if the dependent student is the spouse of the veteran. Statement must include dependent student's name and social security number in the statement.
 2. In cases where the veteran was Killed in Action (KIA), Missing in Action (MIA), or Prisoner of War (POW), only the spouse or dependant need to be domiciled in Ohio. In those cases the spouse or dependant will provide official documentation of KIA, MIA, or POW status by submitting a DD 214 document.
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❖ **C-5 Reclassification – For students who are qualified military veterans and are using military education benefits**

This classification is for “A veteran who is the recipient of federal veterans' benefits under the ‘All-Volunteer Force Educational Assistance Program,’ 38 U.S.C. 3001 et seq., or ‘Post-9/11 Veterans Educational Assistance Program,’ 38 U.S.C. 3301 et seq., or any successor program, if the veteran meets all of the following criteria:

- 1) The veteran served at least ninety days on active duty.
- 2) The veteran enrolls in a state institution of higher education, as defined in section 3345.011 of the Revised code.
- 3) The veteran lives in the state as of the first day of a term of enrollment in the state institution of higher education.”

MUST PRESENT:

1. Proof of Ohio domicile: signed lease or closing statement, or confirmation of on-campus dormitory address.
 2. A copy of the veteran's Certificate of Eligibility (COE) and Enrollment Certification Form (22-1999), both of which are available through Shawnee State University's Veterans and Military Student Services Center.
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❖ **C-6 Reclassification – For students who are using transferred military education benefits**

This classification is for “A person who is the recipient of the federal Marine Gunnery Sergeant John David Fry scholarship or transferred federal veterans' benefits under any of the programs (C5) of this rule, if the person meets both of the following criteria:

1. The person enrolls in a state institution of higher education.
2. The person lives in the state as of the first day of a term of enrollment in the state institution of higher education.

Note: In order to qualify under C6 of this rule, the veteran's period of active duty must have been at least ninety days.”

MUST PRESENT:

1. Proof of Ohio domicile: signed lease or closing statement, or confirmation of on-campus dormitory address.
2. A copy of the veteran's Certificate of Eligibility (COE) and Enrollment Certification Form (22-1999), both of which are available through Shawnee State University's Veterans and Military Student Services Center.

Students will be classified as non-residents for the semester after they receive C6 residency unless a residency application and required documentation is submitted by the last day to register for that term.

❖ **E-1 Reclassification – If you are an employed part-time student**

The Ohio Board of Regents Guidelines state:

"A student who is living and gainfully employed on a full-time or part-time self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes."

E-1 residency applies to students who are residing and are gainfully employed on a self-sustaining basis in Ohio and who are pursuing a part-time program of instruction. E-1 residency generally pertains to students who have resided in Ohio less than 12 consecutive months and have moved to Ohio for employment purposes. However, it may also include non-resident students who have lived in Ohio more than 12 months and are working to financially emancipate themselves from non-Ohio parents.

The employment must begin and be self-sustaining before the first day of the semester a student seeks to qualify for E-1 residency. Other sources of income such as loans cannot be considered as income contributing to a student's self-sustaining status.

Students who have received E-1 classification do not automatically convert to regular resident status after living in Ohio for 12 months. They must then apply under C-2.

Note: Students must apply every semester for E-1 classification.

MUST PRESENT:

Residency Petition, complete with supporting documents. Must meet all requirements with the exception of living in Ohio for the previous 12 consecutive months.

❖ **E-2 Reclassification – If you or your parent or spouse are active duty military**

The Ohio Board of Regents Guidelines state:

"A student who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such student's domicile."

This residency exception is for a student who entered active duty military status as a resident of Ohio and is returning to Ohio after being discharged. This residency exception is also for a student who entered active duty military status as a resident of Ohio and their spouse or dependent child would like to return to Ohio and attend Shawnee State University while they are still on active duty military and not living in Ohio.

MUST PRESENT:

Dependent student: Copy of parent's current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and Earning Statement" (LES) showing income has been subjected to Ohio taxation. Must be accompanied with letter from parent listing student's name and Shawnee State University ID number or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

Independent student: Copy of current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and Earning Statement" (LES) showing income has been subjected to Ohio taxation.

❖ **E-3 Reclassification – If you or your parent or spouse are active duty military and stationed in Ohio**

The Ohio Board of Regents Guidelines state:

"A student on active duty status in the United States military who is both stationed and residing in Ohio (and their dependents) shall be considered a resident of Ohio for tuition purposes."

This residency exception is for a student, or their spouse, or their dependent child, who is stationed in Ohio on active duty military.

MUST PRESENT:

Dependent student: Copy of parent's official military orders showing current active duty status in Ohio. Must be accompanied with letter from parent listing student's name and Shawnee State University ID number or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

Independent student: Copy of official military orders showing current active duty status in Ohio.

❖ **E-4 Reclassification – If your parents or spouse are Ohio residents and transferred outside of the United States**

The Ohio Board of Regents Guidelines state:

"A student who is transferred by their employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and their dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such student's domicile and as long as such student has fulfilled their tax liability to the State of Ohio for at least the tax year preceding enrollment."

This residency exception is for a student, or their spouse, or their dependent child, who would like to return to Ohio and attend Shawnee State University when they have not lived in Ohio for the previous 12 consecutive months.

MUST PRESENT:

Independent student: Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred. Copy of the employees' Ohio tax return for the previous tax year.

Dependent student: The documents listed above for an Independent student must also be accompanied with letter from parent or spouse listing student's name and Shawnee State University ID number or social security number and dependent status. If dependency is upon a spouse include a copy of the marriage certificate.

❖ **E-5 Reclassification – If you or your parents are migrant workers**

The Ohio Board of Regents Guidelines state:

"A student who has been employed as a migrant worker in the State of Ohio and their dependents shall be considered a resident for these purposes provided such a student has worked in Ohio at least four months during the three years preceding the proposed enrollment."

This residency exception is for a student, or their spouse, or their dependent child who would like to attend Shawnee State University and they have not lived in Ohio for the previous 12 consecutive months.

MUST PRESENT:

Dependent student: Statement(s) from employer(s) verifying the parent has worked in Ohio at least four months during each of the three previous years. Must be accompanied with letter from parent listing student's name and Shawnee State University ID number or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

Independent student: Statement(s) from employer(s) verifying the student has worked in Ohio at least four months during each of the three previous years.

❖ **E-6 Reclassification – If you or your parents or spouse are involved in community service**

The Ohio Board of Regents Guidelines state:

"A student who was considered a resident under this rule at the time the student started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered residents of Ohio while in service and upon completion of service in the community service position."

This residency exception is for a student, or their spouse, or their dependent child who was a resident of Ohio and took a position working for: (A) VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Board of Regents; or (B) an elected or appointed public official for a period of time not exceeding 24 consecutive months. The student now wishes to return to Ohio and be classified as a resident for tuition purposes.

MUST PRESENT:

Independent student: A sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual.

Dependent student: In addition to the above, a letter from parent verifying the dependent status of the student listing student's name and Shawnee State University ID number or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

❖ **E-7 Reclassification – If you return to Ohio due to marital hardship**

The Ohio Board of Regents Guidelines state:

"A student who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50% of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio."

This residency exception is for a student or their dependent child who returns to Ohio and has legally separated from their spouse and is now provided with more than 50% of their support from a parent who is a bona fide Ohio resident.

MUST PRESENT:

1. Copy of court papers verifying the couple has taken legal steps to end the marriage.
2. Proof of Ohio domicile: **(one of the following)**
 - a) Signed copy of rental agreement or lease

- b) Copy of closing statement on the house you live in
 - c) If living with someone, a sworn statement from the owner of the residence certifying that you reside at that residence and the date you began living there
3. A sworn affidavit from the parents stating all of the following:
- a) The student's name and social security number
 - b) Whether or not they are providing more than 50% of the financial support for the student
 - c) Length of time they have lived in Ohio and subjected their income to Ohio taxation
 - d) Whether they are United States citizens, permanent resident aliens, or what their status is in the United States.
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❖ **E-8 Reclassification – If you or your parent or spouse serve in the Ohio National Guard**

The Ohio Board of Regents Guidelines state:

"A student who is a member of the Ohio National Guard, and his or her spouse or dependents, shall be considered residents of Ohio while the student is in the Ohio National Guard."

MUST PRESENT:

Independent student: A copy of enlistment papers or a letter from the base personnel officer verifying service in the Ohio National Guard.

Dependent student: In addition to the above, a letter from parent verifying the dependent status of the student listing student's name and Shawnee State University ID number or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

❖ **FB Forever Buckeye Residency**

This provision extends the in-state tuition rate to Ohio high school graduates who have the current legal status to remain permanently in the United States, who had left Ohio but who return to enroll in an Ohio public institution of higher education, graduated within the last 10 years and who establish permanent domicile in Ohio by the 1st day of classes of the requested term.

MUST PRESENT:

Forever Buckeye Application, complete with supporting documents.

❖ **KY Kentucky Reciprocity**

Under an agreement reached by the Kentucky Council on Postsecondary Education, the Kentucky Community and Technical College Systems, the Ohio Board of Regents, and the Boards of Trustees at participating institutions, individuals who have been legal residents of the following Kentucky counties for the previous 12 months are eligible to receive in-state fees:

Boyd Carter Elliot Fleming Greenup Lawrence Lewis Mason Rowan

MUST PRESENT:

1. Kentucky Tuition Reciprocity Application, complete with supporting documents.